

CAREER OPPORTUNITY BULLETIN



Date: February 14, 2011

Bulletin # 804

This Career Opportunity Bulletin may also be viewed on our website at

www.parks.ca.gov

***Budget Note: The positions contained within this bulletin are either critical vacancies or are intended to reduce general fund expenditures. As such, priority will be given to internal DPR candidates.**

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation
P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: February 25, 2011

California Relay Service

TDD 1-800-735-2929

Jobs Phone Line

1-916-653-6995

California State Parks is an equal opportunity employer. It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's workforce – regardless of age, sex, race, color, creed, religion, political affiliation, natural origin, genetic characteristics, ancestry, disability, medical condition, marital status, veterans status, and sexual orientation. For information concerning the complaint process, contact an EEO Counselor or the Human Rights Office.

Career Opportunity Bulletin #804

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

- **ADMINISTRATIVE OFFICER III – ORANGE COAST DISTRICT/DISTRICT SECTOR**
- **GUIDE I HISTORICAL MONUMENT – SAN LUIS OBISPO COAST DISTRICT/
MUSEUM SECTOR/GUIDE SECTION**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – MONTEREY
DISTRICT/MONTEREY SECTOR/POINT LOBOS STATE NATURAL RESERVE**
- **STATE PARK INTERPRETER I (PERMANENT INTERMITTENT) – CENTRAL VALLEY
DISTRICT/CALAVERAS SECTOR**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

THE FOLLOWING POSITIONS WILL REMAIN OPEN UNTIL FILLED:

- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST-
ADMINISTRATIVE SERVICES DIVISION/ PERSONNEL SERVICES SECTION/RISK
MANAGEMENT UNIT/HEADQUARTERS/ SACRAMENTO – TWO POSITIONS**
- **ASSOCIATE PERSONNEL ANALYST – ADMINISTRATIVE SERVICES DIVISION/
PERSONNEL SERVICES SECTION/CLASSIFICATION AND PAY UNIT/
HEADQUARTERS/SACRAMENTO – TWO POSITIONS**
- **PERSONNEL SUPERVISOR II – ADMINISTRATIVE SERVICES DIVISION/PERSONNEL
SERVICES SECTION/TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES MANAGER III – ADMINISTRATIVE SERVICES DIVISION/BUDGETS
SECTION/HEADQUARTERS/SACRAMENTO**

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

- **STATE PARK PEACE OFFICER (RANGER) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/HUNGRY VALLEY DISTRICT/HUNGRY VALLEY STATE VEHICULAR RECREATION AREA**

THE FOLLOWING POSITION HAS BEEN CANCELLED FROM CAREER OPPORTUNITY BULLETIN #803:

549-637-6767-003

PARK MAINTENANCE WORKER I (\$2929 - \$3497) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/JEDEDIAH SMITH REDWOODS STATE PARK

The reporting location for this position is at the joint agency North Operations Center located in Crescent City. This position will work under the supervision of the Park Maintenance Supervisor, the leadership of the PMWII and will lead permanent and seasonal staff, CDF/CDC inmate crew and volunteers primarily at Jedediah Smith Redwoods SP, Tolowa Dunes SP and Pelican SB. The incumbent will be responsible for the facility maintenance and housekeeping within these park units including: skilled plumbing, electrical, carpentry, masonry and small equipment operation. The incumbent will also be active in assisting the Redwood National and State Parks Partnership to manage this World Heritage site. It is desirable for the incumbent to have knowledge of purchasing practices, project planning, CAMP, be self-motivated, able to work independently, and possess leadership and organizational skills. **State housing may be available.** For further information regarding this position, please contact Christ Butz at (707) 465-7389 or cbutz@parks.ca.gov.

THE FOLLOWING POSITIONS HAVE BEEN CORRECTED FROM CAREER OPPORTUNITY BULLETIN #803. CORRECTIONS ARE UNDERLINED:

549-807-1670-002/017

COMMUNICATIONS OPERATOR (\$3016 - \$4562) – LAW ENFORCEMENT AND EMERGENCY SERVICES DIVISION/NORTHERN COMMUNICATION CENTER – TWO POSITIONS

The reporting location for these positions is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. NORCOM is a 24-hour public safety dispatch and communications center with a service area covering Northern California from Kern County to Oregon. The incumbents will work under the direction of the NORCOM Communications Supervisors and will dispatch State Park Peace Officers (Rangers and Lifeguards), Department of Fish and Game Wardens, U.S. Fish and Wildlife Officers, Lifeguards and other emergency service personnel in the NORCOM service area to emergency and non-emergency events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Other duties will include dispatching Department of Fish and Game CalTip calls, and receiving and processing Office of Emergency Services Hazmat reports. **State housing is not available.** For further information regarding these positions, please contact Carol Smith csmith@parks.ca.gov at (916) 358-1318.

549-807-1670 - 901

COMMUNICATIONS OPERATOR (PERMANENT INTERMITTENT)(\$17.14 - \$25.92/HOUR) – LAW ENFORCEMENT AND EMERGENCY SERVICES DIVISION/NORTHERN COMMUNICATIONS CENTER – FOUR POSITIONS

The reporting location for these positions is the Northern Communications Center (NORCOM), located at Prairie City State Vehicular Recreation Area in Rancho Cordova. NORCOM is a 24-hour public safety dispatch and communications center with a service area covering Northern California from Kern County to Oregon. The incumbents will work under the direction of the NORCOM Communications Supervisors and will dispatch State Park Peace Officers (Rangers and Lifeguards), Department of Fish and Game Wardens, U.S. Fish and Wildlife Officers, Lifeguards and other emergency service personnel in the NORCOM service area to emergency and non-emergency events. Duties will include operation of a radio console system, VESTA telephone system, CLETS, and computer aided dispatch (CAD). Other duties will include dispatching Department of Fish and Game CalTip calls, and receiving and processing Office of Emergency Services Hazmat reports. These positions may work up to 1500 hours per year. **State housing is not available.** For further information regarding these positions, please contact Carol Smith at csmith@parks.ca.gov, or (916) 358-1318.

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-925-4557-001

ADMINISTRATION OFFICER III (\$5079 - \$6127) – ORANGE COAST DISTRICT/DISTRICT SECTOR

The reporting location for this position is at Orange Coast District. This position will work under the direction of District Superintendent at the San Clemente District Office. This position is a key member of the District Management Team and is responsible for all components of the District's administrative program. The Administrative Chief will act for the District Superintendent during the absence of the Sector Park Superintendents, Park Maintenance Chief, and District Services Manager. The incumbent will have an opportunity to promote positive interaction with district staff, Service Centers, Divisions, Headquarters, outside agencies, and the general public. This position offers an excellent opportunity for candidates interested in developing a variety of skills and experience at a high activity level district. **State housing may be available.** For further information regarding this position, please contact Ken Kramer at (949) 366-4895.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-742-2794-014

**GUIDE I HISTORICAL MONUMENT (\$2928 - \$3559) – SAN LUIS OBISPO COAST DISTRICT/
MUSEUM SECTOR/GUISE SECTION**

The reporting location of this position is the Guide Facility at the hilltop at Hearst Castle. This position will work under the supervision of a Guide II Supervisor and the direction of the State Park Interpreter III. This position's main responsibilities are conducting tours of the facility, assisting in related interpretive activities for the operation of the tour program at Hearst Castle, and assisting with interpretive services for the District, guarding and protecting the District's resources and serving in a public assistance capacity. The shifts include evenings, weekends and holidays. The position works in any kind of weather condition, and includes considerable amounts of stair climbing, descending and walking. **State housing is not available.** For further information regarding this position, please contact the Guide Office at (805) 927-2030 or Diane McGrath at (805) 927-2199; DMcgrath@Hearstcastle.com.

549-722-1379-902

**OFFICE ASSISTANT (TYPING)(PERMANENT INTERMITTENT)(\$12.36 - \$16.30/HOUR) –
MONTEREY DISTRICT/MONTEREY SECTOR/POINT LOBOS STATE NATURAL RESERVE**

The reporting location for this position is Point Lobos State Natural Reserve in Carmel. This position will work under the direction of the Monterey Sector Superintendent. The primary responsibility of this position is to provide oversight and administration for the Volunteer in Parks Program at Point Lobos State Reserve consisting of 180+ volunteers. Additional duties are assisting with school programs, office administration and tour reservations. This position may work up to 1500 hours per year. This position may be responsible to work weekends and holidays as operationally necessary. **State housing is not available.** For further information regarding this position, please contact Dana Jones at (831) 647-6268 or danajones@parks.ca.gov.

549-732-2826-901

**STATE PARK INTERPRETER I (PERMANENT INTERMITTENT)(\$20.16 - \$24.50/HOUR) –
CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR/COLUMBIA STATE HISTORIC PARK**

The reporting location for this position is Columbia State Historic Park (SHP). This position will work under the direction of the Calaveras Sector Superintendent. The incumbent will be responsible for developing and presenting high-quality, thematic interpretive presentations aligned with California state academic content standards as part of the PORTS program at Columbia SHP. There may be as many as six interpretive video conferences in one day. Frequent contact with teachers will be required to build relationships and continually seeking out new teacher contacts. Regular demonstrations of our capabilities will be presented to teachers and other potential customers in partnership with the statewide team. Mastery of interpretive principles and educational methodology along with expertise in educational technology and distance learning are highly desirable. This position will work irregular hours. **State housing may be available.** For further information regarding this position, please contact Vince Sereno at (209) 536-2916, vsere@parks.ca.gov or Amber Cantisano at (209) 536-2913 acantisano@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

THE FOLLOWING POSITIONS WILL REMAIN OPEN UNTIL FILLED:

549-066-5393/5157-017,020

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348)/STAFF SERVICES ANALYST (\$2817 - \$4446) – ADMINISTRATIVE SERVICES DIVISION/RISK MANAGEMENT UNIT /HEADQUARTERS/SACRAMENTO – TWO POSITIONS

The reporting location for these positions is in the Risk Management Unit at Headquarters in Sacramento. These positions will work under the direction of the Risk Management Unit Manager. These positions offer challenging opportunities and a diversity of assignments. The incumbents will be responsible for performing technical work of a complex nature relating to workers' compensation case management and employee return-to-work programs, including Reasonable Accommodation and fitness-for-duty; working with managers, supervisors, State Compensation Insurance Fund, and personnel staff to provide training in the Unit's various program areas; analyzing and interpreting loss/injury data; and conducting ergonomic assessments/workstation evaluations. The incumbents will have responsibility for developing and providing training to management staff at the Department's Training Center in the Monterey area and at park locations statewide. Some overnight travel is required. The unit is seeking highly motivated individuals with good communication and writing skills, the ability to take initiative and work independently, and the ability to handle multiple priorities daily. Experience in workers' compensation case management, reasonable accommodation, and/or health and safety is desirable. These positions may be downgraded for recruitment purposes. **State housing is not available.** If you are applying as a transfer exam candidate to the Staff Services Analyst classification, please attach a copy of your Transfer Exam results to your application. For a copy of the duty statement, please contact Tonya Dorsey at (916) 651-1134 or tdorsey@parks.ca.gov. For further information regarding this position, please contact Carolyn Porter at (916) 653-9610 or cnporter@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

549-066-5142-001

**ASSOCIATE PERSONNEL ANALYST (\$4400 - \$5348) – ADMINISTRATIVE SERVICES
DIVISION/PERSONNEL SERVICES SECTION/CLASSIFICATION AND PAY UNIT/
HEADQUARTERS/SACRAMENTO – TWO POSITIONS**

The reporting location for these positions is at Headquarters in Sacramento. These positions will work under the direction of the Staff Services Manager I. The incumbents will independently perform the full range of the more responsible and complex analysis related to the personnel management program. The incumbents will be responsible for a variety of analytical tasks and projects related to classification allocation, appropriate pay levels, organized structure, hiring, progressive discipline consultation, adverse actions, procedure writing and other related activities in support of the personnel services function. Occasional travel to conduct Classification and Pay training classes is required. Desirable qualifications include: knowledge and experience with Classification and Pay; knowledge of Department of Personnel Administration, State Personnel Board, and State Controller's Office laws and rules; ability to organize and establish workload priorities and work well under pressure; ability to exercise initiative and flexibility; ability to work effectively both independently and cooperatively with others; ability to effectively communicate, both orally and in writing, and possess excellent clerical skills; ability to reason well and use good judgment; dependable, punctual, with an excellent record; knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel, PowerPoint, etc. **State housing is not available.** For further information regarding this position, please contact Melissa Hansen at (916) 653-3416 or mhansen@parks.ca.gov.

549-066-1314-001

**PERSONNEL SUPERVISOR II (\$4025 - \$4892) – ADMINISTRATIVE SERVICES DIVISION/
PERSONNEL SERVICES SECTION/TRANSACTIONS UNIT/HEADQUARTERS/
SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I. The incumbent will supervise 5-6 Personnel Specialists who prepare and process the full range of personnel and payroll related transactions. Duties include, but are not limited to the following: Plan, assign, review and evaluate work; monitor progress in areas of appointments, separations, payroll-related matters, implementation of collective bargaining issues, benefit documents including COBRA, NDI, attendance/leave accounting, and salary issues. The incumbent will assist in the difficult transactions, apply and interpret various laws, rules, policies and procedures; review documents before submission to control agencies, review error documents returned by SCO for correction and provide feedback to Personnel Specialists on effective corrective actions; provide feedback to staff on performance through the use of probation reports, individual development plans, work improvement discussions; provide recommendations to the Transactions Manager to improve transactions processes, procedures, practices and delivery of services; prepare correspondence to control agencies, employees or management on transactions, benefits, payroll or other issues, as needed. Applicants should clearly state on their standard state application the basis of their eligibility. **State housing is not available.** For further information regarding this position, please contact Paris Jackson at (916) 651-2093.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

549-077-4802-001

**STAFF SERVICES MANAGER III (\$6779 - \$7474) – ADMINISTRATIVE SERVICES DIVISION/
BUDGETS SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Deputy Director, Administrative Services. The Staff Services Manager III handles the most difficult and sensitive assignments in the Budget Section. Responsibilities include providing direction to all assignment areas; Overseeing the preparation of the Department's annual budget instructions, Budget Change Proposals; Managing the development of the Department of Parks and Recreation's bond roll-out plan to ensure sufficient bond allocation, and managing a staff of 20. **State housing is not available.** For further information regarding this position, please contact Lynn Black at (916) 653-0528.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer

548-252-0983-002

STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – OFF-HIGHWAY MOTOR VEHICLE RECREATION (OHMVR) DIVISION/HUNGRY VALLEY DISTRICT/HUNGRY VALLEY STATE VEHICULAR RECREATION AREA

The reporting location for this position is Hungry Valley State Vehicular Recreation Area (SVRA). This position will work under the direction of the State Park Peace Officer Supervisor (Ranger). Hungry Valley SVRA is a 20,000-acre recreation unit that is surrounded by the vast Los Padres and Angeles National Forests. This challenging position is responsible for daily SVRA operations, resource management, search and rescue operations, interpretation, and law enforcement with an emphasis on emergency first aid. The incumbent should be a dependable team player who is self-directed and enthusiastic about becoming an integral member of a small ranger staff. This position requires operation of four-wheel drive vehicles, off-highway motorcycles, and all-terrain vehicles (training will be provided). **State housing is not available.** For further information regarding this position, please contact Yvonne Heuston at (661) 248-5704.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

CLASS

FINAL FILING DATE

EXAM BASE

Classification: ACCOUNTANT TRAINEE

Recruitment number: 097500-00104179-9PB31

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Recruitment number: 097500-00105393-9PB04

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: ENVIRONMENTAL SCIENTIST

Recruitment number: 097500-00100762-9PB01

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: STAFF SERVICES MANAGER I

Recruitment number: 097500-00104800-9PB19

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov

Classification: STAFF SERVICES MANAGER II

Recruitment number: 097500-00104800-93914M

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to www.jobs.ca.gov